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11 MAY 1959

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MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT : ORR Activities

1. The Office of Training reports on the following activities during the month of April 1959:

a. Training Assistance

(1) Forty persons attended the Americans Abroad Orientation on Saturday, 18 April. This was about three times as many enrollees as in the first "Saturday Special" in January and taxed our staffing resources to the limit. A revised schedule is being planned for the new fiscal year, which will run six hours on each of two successive Saturdays. This will permit more ample treatment of Americans Abroad problems by the panel and will provide a separate hour for the foreign nationals of the specific country to which registrants are assigned.

(2) A special training course for NSA and Office of Communications technicians is being planned. The program was requested by Chief/FI/Division D, and has been given the cryptonym [REDACTED] 25X1A2g

(3) The ASE files of twenty-five prospective candidates (present Agency employees) were discussed with DC/Guided Missiles Branch/ORR, to aid in selecting several additional persons for this relatively new and expanding branch.

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SUBJECT: OTR Activities

(4) Two new requests for VIP Liaison Briefings were received. The first briefing was on 4 May for

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(5) Mr. Amory has requested that he be included in the forthcoming briefing of the newly designated ACSE/USARPAC.

b. Internal Training Activities

(1) In both the DD/P and DD/I phases of the JOT Program the students have been enthusiastic and are doing fine work. The students at [REDACTED] are high in their praise of the quality of instruction and, specifically, the enthusiasm of the instructors. They have expressed the opinion that such enthusiasm is catching.

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25X1A9a

(2) DTR, DDTR, C/JOTP and [REDACTED] of the Medical Office have determined that the Psychiatric Division of the Medical Office will report on JOTP candidates in one of three categories; viz., Full Duty/General, Departmental Duties/Only, and Disqualified for Employment. It was understood that if, in the opinion of the Office of Training, a candidate could perform Departmental Duties/Only and had sufficient assets to warrant inclusion, a request for waiver of Full Duty/General would be made. This is already our practice in cases of those individuals who are not qualified for SI clearance or who are disqualified physically. It is hoped that through this device the findings of JOTP, dealing with all the attributes of an individual, will become a more significant factor in the selection of candidates who in the past would have been disqualified by the Psychiatric Division.

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(3) It is reported that the Air Force plans to reduce its CCS Program from about 560 to about 400 candidates a year. Although it is not intended to [REDACTED] this coming year, the implication is that the Air Force may be considering such action as a possibility for FY 1961 if the demand for personnel cuts continues.

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(5) [REDACTED] has been named Chief, Intelligence School, replacing [REDACTED], who has been loaned to the Federal Aviation Agency for four to six months to assist in establishing a management training program. 25X1A9a 25X1A9a

(6) OTR is re-examining the status of emergency planning.

(7) Of 255 persons in the Voluntary Language Training Program who were given the language aptitude test, 14 had aptitude 1 (the best); about 50 per cent had aptitudes 4, 5 and 6; 55 had the lowest rating of aptitude 8. About one-half of those with the lowest rating did not complete the trimester. Two-thirds of all drop-outs with lowest aptitude were taking German.

(8) The interlock showing of the Suggestion Awards Film was held on 28 April. From the comments which followed the showing, it appeared that the film was very well received by the members of the Management Staff who were present. Consideration will be given

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to sterilizing the film so that it may be used by other Government agencies to promote their suggestion awards programs. When the film is completed, it will be shown to the Director at a future senior staff meeting.

(9) During April language awards were authorized in the amount of \$27,050 to 199 employees. Cumulative awards to date now total 1,530. Money expended to date now totals \$185,900.

c. Monthly Enrollment

During the month of April 982 persons were enrolled in OTR conducted courses. Twenty-two of these were Agency dependents and three were employees of other Government agencies.

SIGNED

MATTHEW IARD
Director of Training

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